

**GENERAL DEFINITION OF WORK:**

Performs technical work providing services to reduce trauma of victimization and supporting victims and witnesses throughout process; coordinates comprehensive services to crime victims and witnesses in Fauquier County in accordance with the Virginia Crime Victims' Rights Act; does related work as required. Work is performed under minimal supervision. May supervise interns and Assistant Victim/Witness Coordinators.

**ESSENTIAL FUNCTIONS/TYPICAL TASKS:**

**Assists victims of crimes; attends various court sessions; provides information to crime victims about the judicial process and their cases specifically; preparing and maintaining files and records; preparing reports.**

(These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

- Develops procedures for informing the public and potential victims of the program.
- Counsels and interviews victims and witnesses.
- Refers crime victims to community resources (counseling, Social Services, financial assistance, and medical assistance).
- Provides information to crime victims about the court process in general and their cases.
- Provides emergency services on an on-call basis.
- Offers crisis intervention.
- Assists in coordinating court appearances for witnesses.
- Researches and tracks contact information of victims and witnesses.
- Advises and assists victims with Victim Impact Statements.
- Advises victims of restitution provision of the Code of Virginia.
- Assists victims in filing a claim with the Criminal Injuries Compensation Fund and provides follow up services to perfect their claims.
- Coordinates scheduling with Attorneys and victims.
- Serves as a liaison between victims, witnesses and the Commonwealth's Attorney's Office.
- Responds to telephone inquiries from victims/witnesses of crime regarding status and procedures.
- Attends various court sessions; accompanies victims to court.
- Maintains contact with investigators on status of case; maintains contact with victims and witnesses throughout court proceedings.
- Serves, when appropriate, as a support person for victims/witnesses during court appearances.
- Informs victims/witnesses concerning final case disposition.
- Assists with the completion of various forms.
- Coordinates with Juvenile and Domestic Relations Court personnel handling cases/victims including supervision of victim notification and restitution information.

**KNOWLEDGE, SKILLS AND ABILITIES:**

Thorough knowledge of interviewing techniques and human behavior; thorough knowledge of criminal justice system; knowledge of case management; ability to comprehend interpersonal sensitivity to people's emotional and psychological condition and concerns; knowledge of client advocacy and encouragement, crisis management, counseling, and referrals; ability to maintain confidentiality of information and security of records; ability to follow complex procedures; ability to communicate ideas effectively both orally and in writing; ability to prepare concise written reports; ability to establish and maintain effective working relationships with local law enforcement officials, victims of crime, associates, witnesses and the general public.

**EDUCATION AND EXPERIENCE:**

Any combination of education equivalent to a Bachelor's degree in Behavioral Sciences, Criminal Justice or related field. Preferably experience in counseling or case management.

**PHYSICAL REQUIREMENTS:**

This is sedentary work requiring the exertion of up to 10 pounds of force occasionally and a negligible amount of force frequently or constantly to move objects; work requires fingering; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; visual acuity is required for preparing and analyzing written or computer data, determining the accuracy and thoroughness of work, and observing general surroundings and activities; the worker is not subject to adverse environmental conditions.

**SPECIAL REQUIREMENTS:**

Possession of an appropriate driver's license valid in the Commonwealth of Virginia.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.

### Confidentiality Statement

I acknowledge and understand that I may have access to confidential information regarding [employees, students, patients, inmates, and the public]. In addition, I acknowledge and understand that I may have access to proprietary or other confidential business information belonging to Fauquier County. Therefore, except as required by law, I agree that I will not:

- Access data that is unrelated to my job duties at Fauquier County.
- Disclose to any other person, or allow any other person to any information related to Fauquier County that is proprietary or confidential and/or pertains to [employees, students, patients, inmates, the public]. Disclosure of information includes, but is not limited to, verbal discussions, FAX transmissions, electronic mail messages, voice mail communication, written documentation, "loaning" computer access codes, and/or another transmission or sharing of data.

I understand that Fauquier County and its [employees, students, patients, inmates, the public], staff or others may suffer irreparable harm by disclosure of proprietary or confidential information and that Fauquier County may seek legal remedies available to it should such disclosure occur. Further, I understand that violations of this agreement may result in disciplinary action up to, and including, termination of employment.

I have reviewed my job description with my supervisor and understand the duties assigned to me and the measures to which I will be held accountable.

Date\_\_\_\_\_

Name\_\_\_\_\_

Signature\_\_\_\_\_

Date\_\_\_\_\_

Supervisor\_\_\_\_\_

Signature\_\_\_\_\_